



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 1st AVIATION BRIGADE**  
**BUILDING 8450, 2<sup>ND</sup> AVENUE**  
**FORT RUCKER, ALABAMA 36362-5000**

ATZQ-BDE

9 December 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade IET Phase Policy – Policy Number 8

**1. References.**

a. TRADOC Regulation 350-6 w/chg 1, Enlisted Initial Entry Training (IET) Policies and Administration, 7 November 2012.

b. USAACE Pam 600-2, Basic Standards of the United States Army Aviation Center of Excellence and Fort Rucker, 28 June 2013.

**2. Purpose.** To provide guidance regarding the privileges and limitation for Advanced Individual Training (AIT) Soldiers while assigned to the 1<sup>st</sup> Aviation Brigade. Soldiers assigned to 2-13<sup>th</sup> Aviation Regiment will follow 111<sup>th</sup> Military Brigade Phase Policy #38 dated 1 October 2012.

**3. General.** To enhance growth and development of AIT Soldiers assigned to the 1<sup>st</sup> Aviation Brigade. The privileges and limitation stated below are effective immediately and are not grandfathered. This policy is non-delegable below the Brigade level.

**4. IET Phased Training Policy.**

a. Each IET Soldier reporting to a unit within the 1<sup>st</sup> Aviation Brigade is required to progress through two distinct phases of training. During each IET Phase, Soldiers must demonstrate knowledge, fitness, responsibility and self-discipline. As Soldiers progress through the various phases, they will gain privileges and be evaluated on their ability to perform with decreasing levels of supervision. Specific goals are established for each level of phased training.

b. The goals of Phase IV are to develop self-discipline and beginning development of technical MOS proficiency. To progress through the Phases, IET Soldiers must successfully accomplish the following task requirements:

- (1) Demonstrate satisfactory progression in physical readiness (i.e. score a minimum of 60 points in each APFT Event).
- (2) Pass a class "A"/ASU uniform inspection (70%).
- (3) Pass a TA-50 inspection (Advanced combat Helmet (ACH), Fighting Load Carrier (FLC), Ballistic Eyewear, etc.), (70%).
- (4) Pass a written examination (70%).
- (5) Demonstrate knowledge of Army history/organization.
- (6) Demonstrate knowledge of unit SOP.
- (7) Demonstrate knowledge of military customs and courtesies.
- (8) Achieve a satisfactory PSG rating.

(9) Demonstrate satisfactory progress in MOS training.

(10) Meet the height and weight standards for Initial Army Procurement (AR 40-501, tables 2-1, 2-2). If Soldier has been in the Army over six months, then the standards in AR 600-9 apply.

c. Each IET Soldier will be required to pass a written test before advancement to the next phase. This test contains questions from the Smart Book, the Chain of Command, the unit SOP, and other Army related areas. It is the individual's responsibility to prepare for this test. Soldiers must complete the test without assistance; references (books, notes, etc.) are not allowed for use during the test. Individuals unable to pass this test will not advance to Phase V until successful completion of a retest. Topics may include:

- (1) General knowledge and military history.
- (2) Military customs and courtesies.
- (3) Rank insignia of officers and enlisted Soldiers.
- (4) Uniform Code of Military Justice.
- (5) Guard duty.
- (6) Reacting to Officers/NCOs: Reporting to Officers.
- (7) Warrior Tasks and Battle Drills (WTBD).
- (8) Drill and ceremonies.
- (9) Code of Conduct.
- (10) Military time (24hr clock).
- (11) Laws of war.
- (12) Wear and appearance of military uniform (AR 670-1, USAACE Pam 600-2 "Blue Book", and this SOP).
- (13) Company policies and SOP.
- (14) Chain of command/NCO support channel.

d. Soldiers in Phase IV training will receive extensive counseling by their PSGs. This counseling will include an evaluation of the Soldier's progress and will be recorded on a DA Form 4856-R (General Counseling Form). At a minimum PSGs will evaluate:

- (1) Military bearing.
- (2) Personal Appearance.
- (3) Wearing of the Class "A"/ASU uniform.
- (4) Maintenance of living area.
- (5) Leadership potential.
- (6) Motivation.
- (7) Teamwork.
- (8) Most training events.
- (9) Physical readiness.
- (10) Self-discipline.

## **5. Phase privileges and requirements for IET Phase IV**

a. The normal required time for IET Phase IV training is four weeks/28 days. PSGs will evaluate each Soldier's progress on an individual basis. Soldiers are required to meet the standards for self-discipline, motivation, military bearing, courtesy, and adherence to the unit policies in order to progress to Phase V.

b. Phase IV Soldiers will adhere to the uniform policies within their respective unit Standard Operating Procedure (SOP).

c. The wearing of civilian clothing is not authorized.

d. Unless on holiday block time, Phase IV Soldiers must consume all meals in the dining facility.

e. Phase IV barracks requirements:

(1) Soldiers will attend all required formations.

(2) Phase IV Soldiers are not authorized outside the company area after 2100 hours.

(3) From bed check/lights out until first formation, all IET Soldiers must remain in their rooms until morning formation.

(4) Soldiers are not authorized to sleep in any room other than their assigned barracks room unless placed on Buddy or Unit Watch.

(5) Soldiers will adhere to all other requirements and times within their respective unit SOP's.

f. On and off post passes will be in accordance with the respective unit SOP with the requirement to return to the Company area NLT 2100 hours.

g. Phase IV Soldiers are not authorized to ride in privately owned vehicles with anyone except their parents or spouses.

h. Students needing additional academic instruction will be required to stay at their class location to receive the needed help. Students that are not required to attend mandatory study hall may study during their free time. These Soldiers will not miss any training or details to study unless approved by their PSG.

i. The focus of AIT students should primarily be on learning MOS and Soldier skills, in order to minimize the possible distractions to that focus, and in accordance with TRADOC Regulation 350-6, Phase IV Soldiers are prohibited from possessing or using certain items. Soldiers in doubt about the status of an item (prohibited or not) should consult with their PSG before purchasing an item. Prohibited items include, but are not limited to:

(1) Alcohol, to include empty alcohol containers.

(2) Materials containing images of nude or semi-nude people.

(3) Any food or drink in barracks rooms.

(4) Civilian clothes.

j. The following are the privileges/restrictions afforded to Phase IV Soldiers:

(1) Cannot consume alcohol.

(2) Cannot wear or possess civilian clothes (civilian clothes will be stored in the platoon's storage area).

(3) Cannot leave the company area without permission from the PSG.

(4) Are not allowed off post during the week.

(5) Soldiers are given block time during the weekend and allowed to attend religious services if desired, as outlined in their respective unit SOP's.

(6) Mandatory bed check at will occur at times designated within unit SOP's.

(7) Required to have a same sex battle buddy at all times. A two to one ration IAW TRADOC REG 350-6 is authorized if same sex battle buddy is not available.

(8) No non-government issued electronic devices of any sort, i.e. computers, tablets, iPods, MP3 players, e-readers, televisions, etc. The only exception is cell phones which are restricted to non-duty hours. Electronic devices will be stored with the Soldier's civilian clothes. High dollar value item sheets will be used to inventory the items.

(9) No alternative backpacks are authorized. Must use the assault pack.

(10) Phase IV Soldiers must wear army issued eyewear, if required. Contacts and/or civilian eyewear will not be worn.

(11) Phase IV Soldiers are authorized to use tobacco products in approved areas. At no time will any tobacco products be used in the barracks. No Soldiers under the age of 19 will have tobacco in their possession or purchase tobacco products.

## **6. Phase privileges and requirements for IET Phase V**

a. IET Soldiers who complete the requirements of Phase IV training will progress to Phase V. The primary goal of this phase is to prepare the Soldier for his/her field assignment. Soldiers in Phase V status will also continue reinforcement of common skills and combat skills. The following are the minimum requirements to progress from Phase IV to Phase V:

(1) Demonstrate satisfactory progression in physical readiness with a minimum score of 60 points in each APFT Event.

(2) Pass a Class "A"/ASU uniform inspection.

(3) Pass a TA-50 inspection (Advanced combat Helmet (ACH), Fighting Load Carrier (FLC), Ballistic Eyewear, etc.).

(4) Pass a written examination (70%).

(5) Achieve a satisfactory PSG rating.

(6) Demonstrate satisfactory progress in MOS training; be currently in class, not removed from class for academic failure or disciplinary reasons.

(7) Meet the height and weight standards for Initial Army Procurement (AR 40-501, tables 2-1, 2-2). If Soldier has been in the Army over six months, then the standards in AR 600-9 apply.

b. Once the requirements above are met, Soldiers reaching Phase V will receive formal counseling.

c. Representatives from the appropriate school committee and Company Cadre will counsel Soldiers who are having difficulties in MOS training. Elimination and academic procedures will conform to the guidelines in USAACE Regulations.

d. Phase V Soldiers will lose their privileges under the following circumstances, to include but not limited to:

(1) Misconduct.

(2) Failure to maintain physical fitness readiness standards and Body Fat Content requirements.

## ATZQ-BDE

### SUBJECT: Brigade Phase Policy – Policy Number 8

- (3) Failure to maintain wall locker and room standards.
- (4) Violation of Unit SOP.
- (5) Failure to successfully complete a written test during academic instruction.
- (6) Any act, speech, or behavior which is unbecoming a U.S. Soldier.

e. Phase V Soldiers will be present for Study Hall and bed checks as required within their respective unit SOP's.

f. Phase V Soldiers, when allowed, may receive off post passes IAW unit SOP's. Soldiers must possess an authorized DA Form 31 while on pass.

g. Passes will be placed on the Soldiers bed and are only valid when signed. Any Soldier who departs the company area without a valid pass will be punished under the UCMJ, to include loss of phase privileges.

h. The following are the privileges afforded to Phase V Soldiers:

- (1) May wear civilian clothes during non-duty hours.
- (2) No off post privileges Monday – Thursday.
- (3) Cannot leave the company area without permission from the PSG. Must remain in the company area until after final formation. Must sign out if leaving the company area.
- (4) Mandatory bed checks are required per the unit SOP.
- (5) Required to have a same sex battle buddy at all times. A two to one ration IAW TRADOC REG 350-6 is authorized if same sex battle buddy is not available.
- (6) Electronic devices are allowed. When the Soldier is not in the room, they must be secured in the Soldier's drop-down and locked. If they are found unsecured during a room inspection, the PSG will secure the items, counsel the Soldiers, and return the items once the PSG is convinced the Soldier understands the intent of the policy. At no time will the volume be loud enough to be heard outside the room. Cell phones are restricted to non-duty hours.
- (7) Soldiers are given block time per unit SOP.
- (8) Soldiers are authorized to use tobacco products in approved areas. At no time will any tobacco products be used in the barracks. No Soldiers under the age of 19 will have tobacco in their possession or purchase tobacco products.
- (9) Soldiers of age are not allowed alcohol privileges. Returning to the company area severely impaired may result in UCMJ action and/or loss of phase privileges.
- (10) Phase V Soldiers are authorized to purchase civilian linen for their bunks. Military linen may be turned in during linen exchange.
- (11) Phase V Soldiers are authorized to use alternative backpacks when in uniform IAW AR 670-1.
- (12) Weekly schedule for phase testing will be IAW with the unit SOP.
- (13) Phase V Soldiers may wear civilian eyewear as long as they are IAW Army Regulation 670-1.

## **7. Phase privileges and requirements for IET Phase V+**

a. Soldiers may be advanced to Phase V+ once they have at least 21 weeks of IET training. Soldiers in Phase V+ status will also continue reinforcement of common skills and combat skills, but are given much more latitude in their on and off duty activities.

b. The following are the minimum requirements to progress from Phase V to Phase V+:

(1) Demonstrate satisfactory progression in physical readiness with a minimum score of 80 points in each APFT Event.

(2) Pass a written examination (70%).

(3) Achieve a satisfactory PSG rating.

(4) Demonstrate satisfactory progress in MOS training; be currently in class, not removed from class for academic failure or disciplinary reasons and no more than one setback.

(5) Meet the height and weight standards for Initial Army Procurement (AR 40-501, tables 2-1, 2-2). If Soldier has been in the Army over six months, then the standards in AR 600-9 apply.

c. Once the requirements above are met, Soldiers reaching Phase V+ will receive formal counseling.

d. The following are the privileges afforded to Phase V+ Soldiers:

(1) All privileges listed for Phase V.

(2) Allowed on and off post privileges after final formation and released by their PSG.

(3) Soldiers are given block time as prescribed within their respective unit SOP.

(4) When approved, overnight passes are allowed from IAW with unit SOP's.

(5) Phase V+ Soldiers that want to drive or rent a privately owned vehicle (POV) must complete an Accident Avoidance Course On-line: <https://safetylms.army.mil> and turn in a completed certificate for Cadre signature. Signed certificates must be on Soldier's possession while operating a POV.

(6) Phase V+ Soldiers are allowed to operate, ride, and rent POV vehicles.

(7) Soldiers operating a POV must have a valid driver's license, proof of insurance, registration, and the Accident Avoidance Certificate.

(8) POVs must have a current inspection performed by Cadre not to exceed sixty (60) days in personnel file.

(9) Phase V+ Soldiers can drive POV's IAW their unit SOP.

(10) Phase V+ Soldiers are not authorized to operate motorcycles.

(11) Phase V+ Soldiers are authorized to use tobacco products in approved areas. At no time will any tobacco products be used in the barracks. No Soldiers under the age of 19 will have tobacco in their possession or purchase tobacco products.

(12) Soldiers are not allowed alcohol privileges. Returning to the company area severely impaired may result in UCMJ action and/or loss of phase privileges.

(13) Battle buddies are required during the duty day. A battle buddy is not required after final formation but is highly recommended at all times.

(14) Phase V+ Soldiers are authorized civilian clothing after final formation and on recovery time. Soldiers are allowed to eat in civilian clothes after final formation and on recovery time in the DFAC.

(15) Phase V+ Soldiers are authorized to use all on post facilities IE (gym, library, PX, bowling alley, etc.) after final formation or on recovery time.

(16) Phase V+ Soldiers are authorized to have bicycles. All Soldiers must secure bicycles in the bicycle rack and use all appropriate safety equipment both on and off post.

(17) Any Phase V+ Soldiers receiving a negative counseling statement may have his/hers privileges restricted.

## **8. Reduction in Phase Privilege / Status**

## ATZQ-BDE

### SUBJECT: Brigade Phase Policy – Policy Number 8

a. The goal of Initial Entry Training (IET) is to produce motivated, disciplined, and physically fit Soldiers who are trained in both Soldier and MOS related skills and who are capable of successfully taking their places in the ranks of the Army in the field. Once a Soldier has achieved the status and privileges of phase V or V+, they must continue to demonstrate knowledge, fitness, responsibility and self-discipline.

b. The Company Commander will be responsible for ensuring Soldiers are reduced in phase appropriately. The Commander may delegate this authority down to the Platoon Sergeant level in writing.

c. If a Soldier loses their privileges for disciplinary reasons, they must wait 14 calendar days after the conclusion of their punishment before being eligible to regain that status.

d. Soldiers setback in class will lose phase privileges until they return to class.

e. If a Soldier loses their privileges because of an APFT failure or not meeting the Army's weight standard, they may receive the privileges back 14 days after the standard is met.

f. If a Soldier loses their privileges because of an academic failure, they may receive the privileges back 14 days after the removal from class.

g. Soldiers pending UCMJ and/or separation from the Army will become Phase IV. Once the UCMJ and punishment is complete, the Soldier will be eligible for Phase V after 14 days.

h. Soldiers who lose phase V+ privileges may phase back up IAW with their unit SOP.

i. Any exceptions will be addressed through the chain of command.

### **9. OCS/WOCS and MOS-T Soldiers**

a. MOS-T Soldiers are treated differently than IET Soldiers. Their previous experience in the Military warrants them privileges similar to those of permanent party Soldiers. However, they are still subject to the standards outlined in TRADOC REG 350-6.

b. Any Soldier reporting for MOS training, who was previously enrolled in the Warrant Officer Candidate School (WOCS), or Officer Candidate School (OCS) but does not hold an MOS, will be in-processed as an Initial Entry Trainee (IET).

c. These Soldiers will have the opportunity to move to Phase V status after 14 days during which they will demonstrate the skills necessary for all AIT students to achieve that Phase status. Soldiers may be reverted back to Phase IV if the situation dictates.

(1) Soldiers in this situation will be governed by the rules for Initial Entry Training Soldiers in TRADOC REG 350-6.

d. MOS-T Soldiers are not bound by bed checks; however this may be revoked due to negative behavior.

e. MOS-T Soldiers will participate in weekend training either as a trainee or assistant instructor.

ATZQ-BDE

SUBJECT: Brigade Phase Policy – Policy Number 8

f. MOS-T Soldiers will adhere to following guidelines:

(1) No consuming of alcohol in the Barracks. Alcohol will only be consumed by Soldiers of legal drinking age (21). In addition, violations of the drinking age and giving of alcohol to minors or IET Soldiers, is punishable by local laws and the UCMJ.

(2) No food in the barracks, except in the dayroom. Food may be delivered directly to the MOS-T building and consumed in the dayroom only.

(3) Fitness supplements may be stored in the barracks room, however they must have an air-tight seal while being stored. Be advised, supplements can lead to dehydration and/or heat injury.

(4) No personnel of the opposite sex will be allowed in your room at any time. Members of the Cadre are the only personnel allowed to inspect Soldiers' living areas.

(5) Fraternization with IET and/or permanent party Soldiers is strictly prohibited.

(6) MOS-T Soldiers must maintain their barracks room in a high state of readiness. Rooms will be neat and orderly. Items will be displayed IAW PSG guidance.

(7) MOS-T Soldiers are authorized to use tobacco products in approved areas. At no time will any tobacco products be used in the barracks. No Soldiers under the age of 19 will have tobacco in their possession or purchase tobacco products.

(8) The MOS-T student PSG is the primary supervisor of the MOS-T platoon. All problems will be addressed thru the PSG before being sent higher.

(9) MOS-T Soldiers are not allowed to drive to school; they must march to school as a group.

(10) MOS-T Soldiers may carry cell phones but will either be turned off or on silent within the company area as well as classroom facilities. They may not leave the class to attend to a phone call unless they have the authorized cell phone memorandum from the Commander.

g. MOS-T Soldiers need to understand that they set the example for IET Soldiers to follow. The Company Cadre expects MOS-T Soldiers to conduct themselves in a manner that represents the best the Army has to offer. By demonstrating leadership skills and maintaining the highest state of discipline, MOS-T Soldiers will be positive role models for the IET Soldiers.

10. The Point of Contact for this memorandum is CPT Jason Brubaker, Brigade Adjutant @ 334-255-3190 or [jason.c.brubaker.mil@mail.mil](mailto:jason.c.brubaker.mil@mail.mil).



SHAWN PRICKETT  
COL, AV  
Commanding

DISTRIBUTION:

Cdr, 1-13<sup>th</sup> Avn Regt

Cdr, 2-13<sup>th</sup> Avn Regt